



# Grant Application Checklist

This checklist helps support educators as they navigate through the grant application process.



**Identifying**



**Writing**



**Applying**



**Receiving**



**Reporting**



BROUGHT TO YOU BY



## Identifying

### □ Review grant sources for possible social-emotional learning (SEL) funding

- Grant databases
  - [GrantWatch.com](https://www.grantwatch.com)
- Federal funding sites
  - [Grants.gov](https://www.grants.gov)
  - [SAMSHA.org](https://www.samsha.org)
- Your state's Department of Education website
- Local funding options, such as rural education grants, local levies, education service centers, county block grants, or other regional funding sources
- National, state, and local private foundations and nonprofit organizations

#### Other Ideas

- Consider funding streams that align with SEL
  - Mental health, primary prevention and substance abuse, educator and student wellness, trauma-informed practices, and so on
- Use your network
  - Reach out to district partners and contacts in the field, or use the [SELinEDU Facebook Community](#) to gather information about funding streams or grants



# Writing

## □ Draft your grant application

- Review the [Grant-Writing Toolkit](#) on SecondStep.org

## □ Consider common components of a grant application narrative

- Statement of need
  - Determine what need or challenge you're addressing
- Objectives
  - Describe how this project or program meets the identified need
- Project description
  - Determine the program's scope, how it will be managed, and by whom
- Budget
  - Describe how you'll use the grant funds
  - Consult with the Second Step® Education Partnerships Team
  - Ask for support with a [District Consultation Request](#)
- Evaluation
  - Review the relevant evaluation guide(s):
    - [Second Step® Early Learning Evaluation Guide](#) (PDF)
    - [Second Step® Elementary Evaluation Guide](#) (PDF)
    - [Second Step® Middle School Evaluation Guide](#) (PDF)
  - Determine if you'll need an assessment tool
  - If applicable, consider how the lesson progress reporting resources in the Second Step Elementary and Second Step Middle School digital programs can help inform grant reporting requirements

### Other Considerations

- Follow grant requirements and guidelines
- Define your need clearly
- Plan for sustainability
- Align to funder focus
- Include measurable and specific goals
- Utilize data
- Center your students in your narrative

## Applying

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- Attend any required or optional pre-deadline or funder meetings
- Review all grant requirements and ensure you've satisfied them
- Enlist colleagues to review and edit your narrative and application
- Register with applicable grant portals or systems, such as Data Universal Numbering System (DUNS) or System for Award Management (SAM)
- Apply for the grant
- Request confirmation of receipt

## Receiving

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- Establish a point of contact for grant management
- Develop cross-department communication or meetings, if needed
- Determine the internal and external approval process
- Consider budget tracking and ensure budgets meet any grant-reporting requirements



### **Remember to celebrate:**

You've taken a step toward creating lasting benefits for your students and school communities!

## Reporting

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- Ensure you're using all funds according to the grant's budget and guidelines
- Determine the cadence of program and financial progress reporting
- Follow the grant's template to report usage, successes, and challenges
  - Ensure you're reporting on all measures you included in your grant narrative and in the grant's requirements
  - If applicable, run the Second Step® Elementary and Second Step® Middle School digital programs' lesson progress reporting